

RULES AND PROCEDURES GOVERNING THE RENTAL OF PROPERTY

PLEASE NOTE THAT THIS DOCUMENT IS FOR YOUR CONVENIENCE ONLY. IT DOES NOT REPLACE CHAPTER 11 OF THE BOROUGH OF GLASSPORT CODE OF ORDINANCES. YOU ARE STILL RESPONSIBLE TO KNOW AND COMPLY WITH ALL OF THE REQUIREMENTS IN THE BOROUGH OF GLASSPORT CODE OF ORDINANCES.

These rules and procedures apply to all individuals and entities that own property within the Borough of Glassport and lease a portion or all of their property to one or more tenants.

License Requirement:

- A license is required for all **non owner occupied units**. The owner of every rental unit is required to apply for and obtain a license for each rental unit. The application for the license may be obtained at the municipal building.
- Each license will have an annual term from January 1 through December 31 of each year.
- Upon application for a license and prior to the issuance or renewal thereof, each applicant shall pay the annual license and inspection fee.
- The owner must maintain a current list of the occupants in each rental unit, which shall include their name, permanent address, and telephone number. The owner will furnish this list to the Borough and notify the Borough of any changes in the number of occupants so that revisions can be made to the license.

Inspections:

- All rental properties are subject to inspection by the Borough's Code Enforcement Officer at any time during the year after reasonable notice has been given. Both the owner(s) and the occupant(s) must permit inspections by the Code Enforcement Officer after reasonable notice.
- All rental units must be kept in compliance with the Code of Ordinances of the Borough of Glassport and all applicable laws.

Written Rental Agreement:

- The Addendum must be signed by the tenant(s) and the landlord(s).

DESIGNATION OF RESPONSIBLE PERSON:

- Every property owner who is not a full-time resident of the Borough or resides within 15 miles from the Borough must designate a manager who must reside within 15 miles of the Borough. The identity, address and telephone number of the designated manager must be provided to the Borough and updated anytime there is a change.
 - If the property owner is a corporation, then a manager shall be required if any officer of the corporation does not reside within 15 miles of the Borough. The officer shall perform the same function as a manager.
 - If the property owner is a partnership, then a manager shall be the agent of the owner for service of process and receiving notices and demands, as well as performing the other obligations of the manager.

ENFORCEMENT AND PENALTIES:

- Within ten (10) days after receipt of written notice from the Code Enforcement Officer that any occupant has violated this Ordinance, the owner shall take immediate steps to remedy the violation and to assure that there is not a re-occurrence.
- Within 20 days after receipt of a notice of violation, the owner must file with the Code Enforcement Officer a report on a form provided by the Borough, stating what action the owner has taken to prevent a reoccurrence of the violation and what action the owner will take in the future if a violation occurs.
- In the event that a second violation occurs within a license year involving the same occupant or occupants, the Code Enforcement Officer may direct the owner to evict the occupants who committed the violation and to not permit the occupant to occupy the premises during the subsequent licensing period. The owner must also file a report with the Borough detailing the circumstances surrounding the eviction of any occupant for any reason.

- Any person or other entity who violates the Regulated Rental Unit Occupancy Ordinance shall, upon conviction thereof, be sentenced to a fine of not more than \$1,000 plus costs, and in default of payment, to a term of imprisonment not to exceed 30 days. Each day of violation shall constitute a separate a distinct offense.

Any violation of the Ordinance shall be subject to a fine not to exceed \$600.00 plus costs of prosecution. Each day of violation shall constitute a separate offense.